

Date: Day – Month - Year
Reference: Notification of approval to the OEI Accreditation Programme

Prof.
President
Institute.....
Full address
VAT N.
Email:

Dear Professor,

congratulations on your endeavour to achieve high quality of care in your Centre through the OEI Accreditation and Designation Programme. The OEI is committed to shaping the future of oncology by promoting cancer care and research, through education, quality, integrity, service, leadership, innovation and multidisciplinary. The OEI strives to make the accreditation process an insightful and collegiate opportunity to learn, grow and improve.

In this letter and in the attached documents you will find all the information you need to enter the OEI Accreditation & Designation Programme designated for your Centre:

- Annex 1: OEI Accreditation & Designation Programme Agreement to be signed by the authorised Representative of your Centre
- Annex 2: Invoice Payment order Stage 1

We remind you that participation in the programme is subject to the signature of an OEI A&D Programme Agreement between the OEI and your Centre and to the payment of the full A&D fee of 35.000 Euros.

The payment of the A&D fee must be made in two Stages. The first Stage, corresponding to an amount of 10.000 Euros, shall be paid at the time of signing the OEI A&D Programme Agreement. The second Stage of 25.000 Euros, shall be paid when the self-assessment period has been finalised and your Centre is approved for the peer review visit. The fee includes all the expenses occurring to the OEI, including travels and stays related to the site visit.

The OEI A&D WG is pleased to help you to confirm your accreditation in the crucial field of cancer research and care.

For any further information, please feel free to contact:

Mrs. Marjet Docter MSc, Accreditation and Designation Coordinator +31 6 31 75 39 19 – accreditation@oei.eu
Professor Claudio Lombardo, OEI Director +32 2 5120146 - oei@oei.eu

Best wishes for a successful partnership

OEI President signature

Annex 1: Doc 6 : Accreditation and Designation Programme Agreement

Name of the (cancer) Centre

Address

Zip code

Town

Country

Website Cancer Centre

VAT Number

E-mail address

Application is hereby made to the OECI Accreditation and Designation Programme for the Accreditation/Designation of the "**Institute ??????**" in accordance with the OECI A&D Version 2.0 User Manual procedures and OECI standards, e-tool and timelines.

The total application fee is 35.000 Euros to be paid by the Centre in two Stages. The Stage 1 payment of 10.000 Euros, allows to access the self-assessment e-tool (Invoice Annex 2). The Stage 2 payment of 25.000 Euros must be done when the self-assessment report has been approved by the OECI A&D Board, and before the site visit.

The self-assessment questionnaires and submitted documents by the Centre, and the peer review visit, must produce evidences of qualification satisfactory to the OECI Accreditation and Designation Standards for the Centre to be classified "Accredited."

Two copies of this agreement (Annex 1) must be signed and sent back to:

OECI-EEIG
c/o Fondation Universitaire
11 Rue d'Egmont
1000 Brussels, BELGIUM

One copy signed by the OECI President will be sent back to you.

Prof. ??????

President Institute ???????

Signature:

OECI President

Signature:

Date and place: